

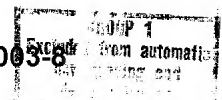
21 January 1964

MEMORANDUM FOR: Executive Officer

SUBJECT : Records Program Background Material

Here are a few notes to simplify your research effort:

- 25X1
1. [] sets forth the CIA Records Administration Program and the responsibilities of each office to control and improve the efficiency and economy of its records practices.
 2. As prescribed by regulation, the Office of Security has designated its Records Officer to develop and administer its Program to cover:
 - a. Forms design, control and review.
 - b. Reports analysis and improvement.
 - c. Files procedures, equipment and supplies
 - d. Systems surveys and improvement.
 - e. Records preservation, storage and disposal.
 - f. Vital records scheduling, storage and replacement.
 3. In addition to the Agency Records Program in the Office of Security the Records Officer conducts internal surveys of administrative procedures and practices as requested by the Executive Officer. At present these include:
 - a. Conversion of manual records systems to ADP.
 - b. Elimination of badge photo exchange between two divisions.
 - c. Evaluation of suggestions on systems, forms, files and records.
 - d. Review of policy on Standby Duty Rosters for OS personnel.
 - e. Confer with PhySD and ADP Team on regulations on ADP security.
 - f. Conduct survey on office use of copy machines.
 4. He is also assigned to coordinate in the Office certain external requirements and requests as received. These include:



3. *Assisted in the development of a new* in CIA and the

- Intelligence Damage Assessment forms used Community to*
with a new record processing system
- Completely revised Vital Records Schedule for entire*
Office.
- Use of computer to create unique safe combinations*
- Use of computer to analyze case processing for top management*
in appointing security clearances
- Use of computer to correct thousands of Special Clearance*
records.
- Tangible savings exceeding \$20,000 calculated from forms,*
equipment and records disposal controls.

25X1

Once computerized under ~~the~~ covering
~~the~~ people ~~with the~~ who hold
~~control~~ ^{competitive} situation clearness. The ^{competitive} index is
system ~~is updated and~~ provides effective
periodic reports for use by Top Management
in control of programming.